

FILING A DOCUMENT- MOTIONS/APPLICATIONS

The following instructions will guide you through the process of filing and docketing a motion or application to the Electronic Case Filing (ECF) system.

STEP 1 Select **Bankruptcy** from the Main Menu, then click on the **Motions/Applications** hypertext link.



Figure 1

STEP 2 The **Case Number** screen appears.

A screenshot of the "File a Motion" screen in the ECF system. The header is identical to Figure 1. Below the header, the page title is "File a Motion". The main content area has a light yellow background. A gray rectangular box contains the label "Case Number" above a text input field. To the right of the input field, the text "99-12345, 1-99-bk-12345 or 1-99-bk-12345" is displayed. Below the input field, there are two buttons: "Next" and "Clear".

Figure 2

- Enter a case number, and click on **Next** to continue.
 - If the computer prompts that you entered an invalid case number, click on **Back** hypertext link to re-enter.
 - Click on **Next**

STEP 3 **Select the Type of Motion/Application to be filed .**

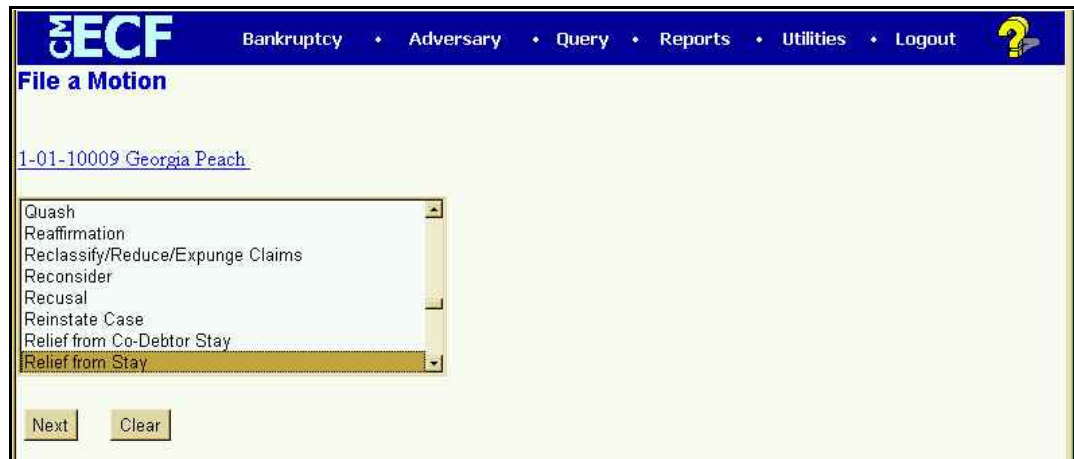


Figure 3

- Using up ▲ and down ▼ arrows to the right of the box, highlight the type of Motion to be filed.
- If this a multiple part motion being filed, click on the first relief and hold down **the Ctrl** key on your keyboard while clicking on each additional type of relief being sought.
- Click on **Next** to proceed, or **Clear** to repeat the selection process.

STEP 4 Next screen will ask “ **joint filing with other attorney(s)?** ” Only check box if this applies. Click the **Next** button to continue.



Figure 4

STEP 5 **Select the Party** screen appears.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:". Underneath, there is a link "1-01-10009 Georgia Peach". The main section is titled "Select the Party:". It contains a scrollable list box with two entries: "Marine Midland, [cr:cr] (497:1)" and "Peach, Georgia [pty:db]". To the right of the list box is a link "Add/Create New Party". At the bottom of the list box are two buttons: "Next" and "Clear".

Figure 5

- If the name of the party you are searching for is listed, click on the name, then click **Next** and proceed to **Step 9**. [If the selection box is full, use the scroll arrows to further search for the party name]
- If the name of the party is not listed, click on **Add/Create New Party**.

STEP 6 The **Search for a party** screen appears.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Search for a party". The main section contains three input fields: "SSN", "Tax Id", and "Last/Business name". The "Last/Business name" field contains the text "Salomon Smith". Below the input fields are two buttons: "Search" and "Clear".

Figure 6a

- Enter a social security number (SSN), Tax Id number or one to four letters of the party's last name or business name (using upper and lower case characters). Click on **Search**.

Figure 6b

- If the name is not listed, proceed to **Step 7**.
- If the name is listed, click on it. Then, click Select name from list.
- The Party's information appears for verification and modification, if necessary.

[Note: This screen appears every time you select a party that exists or has been added to the system.]

Figure 6c

- Click on drop box, **Role**, select appropriate party role, (**i.e., Debtor, Creditor, etc.**).
- To add **Party text information**, such as *A New York Corporation*, do so now in the box provided

- Click on **Submit** to continue, or **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- Proceed to **Step 9**.

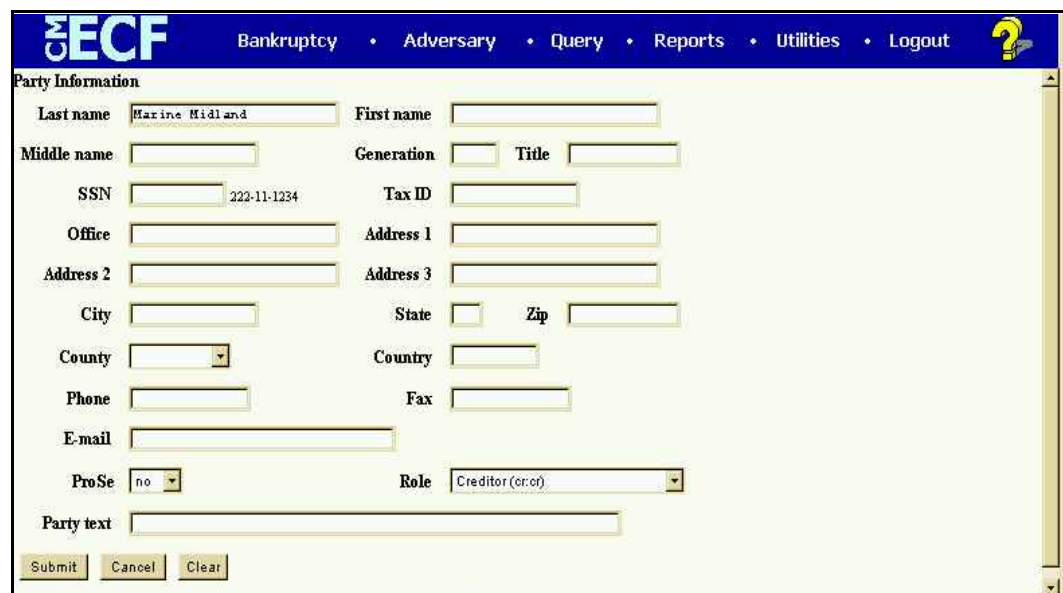
STEP 7 If the party is not listed, click on **Create New Party**.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:". Underneath, there is a link "1-01-10009 Georgia Peach". The main section is titled "Select the Party:". It features a dropdown menu currently showing "Peach, Georgia [pty:db]". To the right of the dropdown is a link "Add/Create New Party". At the bottom of the section are two buttons: "Next" and "Clear".

Figure 7

STEP 8 The **Party Information** screen appears (to add a new person/entity).



The screenshot shows the "Party Information" screen in the ECF system. It has the same blue navigation bar as Figure 7. The form contains the following fields:

- Last name:** "Marine Midland"
- First name:** (empty)
- Middle name:** (empty)
- Generation:** (empty)
- Title:** (empty)
- SSN:** "222-11-1234"
- Tax ID:** (empty)
- Office:** (empty)
- Address 1:** (empty)
- Address 2:** (empty)
- Address 3:** (empty)
- City:** (empty)
- State:** (empty)
- Zip:** (empty)
- County:** (dropdown menu)
- Country:** (empty)
- Phone:** (empty)
- Fax:** (empty)
- E-mail:** (empty)
- ProSe:** "no" (dropdown menu)
- Role:** "Creditor (or:of)" (dropdown menu)
- Party text:** (empty)

 At the bottom of the form are three buttons: "Submit", "Cancel", and "Clear".

Figure 8

- Enter the party information in appropriate fields. Use the Last Name field for the last name or full business name, then press the tab key to advance to the *First Name* field and enter first name. Proceed to the **Role** field by clicking on the arrow to the right of the box, then select the new persons role, (i.e., **Creditor (cr:cr)**).
- Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

STEP 9 The **Select the Filer** screen appears with your party highlighted. Click on **Next**.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the bar, the page title is 'File a Motion:' followed by the case identifier '1-01-10009 Georgia Peach'. The main section is titled 'Select the Party:'. It contains a scrollable list box with two entries: 'Marine Midland, [cr:cr] (497:1)' (which is highlighted) and 'Peach, Georgia [pty:db]'. To the right of the list box is a link 'Add/Create New Party'. At the bottom left of the main area are two buttons: 'Next' and 'Clear'.

Figure 9a

[NOTE FOR ASSOCIATION: Click the box to associate the attorney with the party added/selected. Click NEXT to continue. [You may receive this message if an attorney has not previously been associated with the party].

This screenshot shows the same ECF interface as Figure 9a. Below the party selection list, there is a text message: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this message is a single line with a checked checkbox and the text 'Marine Midland, (cr:cr) represented by McLarty-Carter, Simone (aty)'. The 'Next' and 'Clear' buttons remain at the bottom left.

Figure 9b

STEP 10 **Select the PDF Document** screen appears.



The screenshot shows a web browser window with a blue header bar. The header contains the 'ECF' logo, navigation links for 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout', and a yellow question mark icon. Below the header, the page title is 'File a Motion:'. Underneath, there is a link '1-01-10009 Georgia Peach'. The main content area has a text prompt: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this is a 'Filename' label followed by a text input box and a 'Browse...' button. Further down, there is a section for 'Attachments to Document:' with radio buttons for 'No' (selected) and 'Yes'. At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 10a

- Type file name in blank box, being sure to include the . pdf suffix, or
 - Click on **Browse** to navigate to the appropriate directory and file:
 - Change **Files of type** : to Acrobat [*.pdf] or All Files.
 - Change **Look in**: to the appropriate drive where the document is located.
 - Click on file name to be associated with this entry
 - Click on **Open**, The file is uploaded to the following screen:

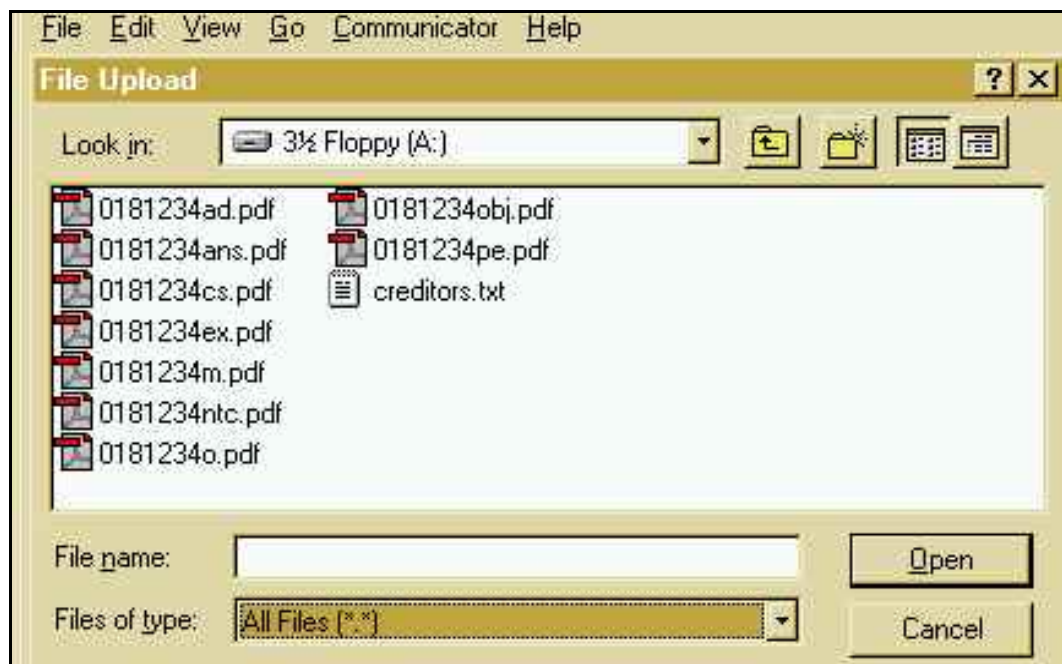


Figure 10b

If there are no attachments to the document:

- Click on **Next** (see **figure 10d**) and follow the procedures below).
- Fill in the information for the Hearing date (*these dates should be cleared with each respective chambers*) and select the correct location for the hearing by clicking on the ▼ down arrow for the drop down box
- Click on **Next** to proceed to **Step 11**

If there are attachments to the document, e.g. exhibit, appendix, etc.,

- Click on the radio button next to *Yes* (see **figure 10a**).
- Click on **Next**.

The screenshot shows the 'File a Motion' interface on the ECF system. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. The main content area is titled 'File a Motion:' and shows a case number '1-01-10009 Georgia Peach'. Below this, the section 'Select one or more attachments.' contains three numbered instructions: 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). This is followed by a 'Filename' label and a text input field with a 'Browse...' button. 2) At your option, select a document type and/or enter a description. This is followed by a 'Type' dropdown menu and a 'Description' text input field. 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button. Below the instructions is a list box (currently empty) with 'Add to List' and 'Remove from List' buttons. At the bottom left is a 'Next' button.

Figure 10c

- **Select one or more attachments** screen appears. All exhibits must be attached at this screen:
 - Select the filename of your attachment by using **Browse**.
 - Click on the ▼ down arrow next to **Type** and click on type of attachment.
 - Click in **Description** box and type in any additional description.
 - Click on **Add to List**.
 - Continue to *Add Attachments* using the above steps as necessary.
 - Once all the attachments have been added, click on **Next**

The following screen appears.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
[1-01-10009 Georgia Peach](#)

Fee \$:

☐ Does this filing refer to an existing document in this case? (If yes, click on the box)
NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

Hearing Information
In order to enter a hearing date/time/location, you must contact the Court.

Hearing Date: Hearing Time: ☐ AM ☐ PM

Location:

Figure 10d

STEP 11 **Docket Text: Modify as Appropriate** screen appears.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
[1-01-10009 Georgia Peach](#)

Docket Text: Modify as Appropriate.

Motion for Relief from Stay Fee Amount \$ 75. Filed by Marine Midland . Hearing scheduled for 7/24/2001 at 10:00 AM at Courtroom 760, CI, NY. (McLarty-Carter, Simone)

Figure 17

To add a prefix to docket text of motion/application:

- Click on the ▼ arrow to right of first box.
- Select correct modifier.

To add additional text:

- Click in the second box (a.k.a. free form textbox)
- Type in any additional description of motion/application.(if necessary)
- Click on **Next** to continue

STEP 12 **Docket Text: Final Text** screen appears.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link "1-01-10009 Georgia Peach". The main content area has a light yellow background. A grey box contains the text "Docket Text: Final Text". Below this, a yellow box displays the entered text: "Motion for Relief from Stay *for real property located at 789 Windows Avenue, Westbury NY.* Fee Amount \$ 75. Filed by Salomon Smith Barney. (McLarty-Carter, Simone)". Below the yellow box, a red "Attention!!" message states: "Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom of the form are two buttons: "Next" and "Clear".

Figure 12

- Verify docket entry as it appears on screen.
- Any additional docket text that was added in the free text box will appear in italics (up to 70 characters)
- If correct, click on **Next** to submit filing to court.
- If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

Receipt of Filing

Once the entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
[1-01-10009 Georgia Peach](#)

Notice of Electronic Filing

The following transaction was received from McLarty-Carter, Simone on 7/6/2001 at 4:36 PM EST

Case Name: Georgia Peach
Case Number: [1-01-10009](#)
Document Number: [2](#)

Docket Text:
Motion for Relief from Stay *real property located at 123 First Avenue*. Fee Amount, \$ 75. Filed by Marine Midland. Hearing scheduled for 7/24/2001 at 10:00 AM at Courtroom 760, CLNY.
(McLarty-Carter, Simone)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: A:\0181234pe.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=979333796 [Date=7/6/2001] [FileNumber=2421-0] [87
412c28760697a9ad623c2d99b2e4b58ffBd8edd1a29a5d7d638d264bd95021984811
b923757ee823d6d46e429aa336c6ac0157203d71c2bdc9b1362e]]

1-01-10009 Notice will be electronically mailed to:
Simone McLarty-Carter Simone_Carter@nyeb.uscourts.gov,

The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- Who filed the document:
- Date and Time:
- Case Name:
- Case Number:
- Document Number:
- Original filename (*pdf*):
- Electronic document Stamp:

Print receipt

- Click on **File** at top of Netscape screen and select **Print Frame OR**
- Click on the Printer Icon at the top of the page.

[Note: It is highly recommended that copies of receipts be maintained for your records]

Note: The following screen will appear if you attempt to access the docket or document through the links provided on the Notice of Electronic Filing screen.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login